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UNITED STATES GOVERNMENT

Memorandum

TO : Registrar/TR

DATE: 28 May 1965

FROM : C/AJ

25X1

25X1

25X1

: C/AIB/RS/TR

SUBJECT: Weekly Activities Report No. 12

24 - 28 May 1965

25 YEAR RE-REVIEW

I. SIGNIFICANT ITEMS

None

II. OTHERS

25X1

A. Arrangements have been made with

C/IS, to backtrack on Training Reports for the two

Effective Briefing courses given in January and in March for
the senior members of the Agency. AIB has enough information for its records so that credit for the completion of the
course will appear in the Agency Training Record, but there is
no piece of paper (by earlier determination of C/IS) in the official file of each man which will attest to his having completed
the training.

agrees that the omission of such a piece
of paper could create some personal concern on the part of the
senior member, so he will submit reports in the form of a certification of attendance.

B. DDP/TRO, recommended 25X1 by telephone that the Registrar's office look into the matter of including in the OTR Bulletin a regular schedule of the courses conducted by other Components of the Agency. The idea has merit: AIB presently includes OTR's courses and a considerable number of external training programs, and to have a component schedule, it seems, will round out the picture of Agency training.

recommendation has been discussed with DR/TR and C/PPS, who also look favorably on the suggestion and who have given approval to C/AIB to pursue it with the components concerned.

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SUBJECT: Weekly Activities Report No. 12 (cont.)

C. As a follow-up to a memo dated 19 May 1965

from C/AIB arranged for to 25X1

send a memorandum to the Director of Training containing the
requirements of that Division for the PM course which starts
on 2 August 1965.

D. A Special Bulletin announcing the showing of

two PERT films on 9 and 11 June in the auditorium at Headquarters was prepared and sent to the printers on Thursday, 27 May.

of the Supply and Services Branch/SS/TR handled it on a priority basis with PSD and the Bulletin was published the same day. Distribution included the Executive Director Comptroller and the Deputy Directorfor Support as well as all Training Officers. Recipients should have their copies by Friday, 28 May.

E. of the O/DDI, who worked most closely with this office on room arrangements for the International Conference on China, called to express his thanks and the thanks of others in that Office for the cooperation extended to them by OTR.

F. OTR (Internal) Attendance for Week of:
24-28 May
Category FT PT Tut Total

25**X**1

25X1

25X1

25X1